

CITY COUNCIL AGENDA ITEM COVER MEMO

Agenda Item Number _____

Meeting Type: Regular

Meeting Date: 2/23/2012

Action Requested By:
Clerk Treasurer

Agenda Item Type
Motion

Subject Matter:

Position Advertisement

Exact Wording for the Agenda:

Request for authorization to advertise to the public one Municipal Records Coordinator and fill at higher than minimum if necessary.

Note: If amendment, please state title and number of the original

Item to be considered for: Action

Unanimous Consent Required: No

Briefly state why the action is required; why it is recommended; what Council action will provide, allow and accomplish and; any other information that might be helpful.

Associated Cost:

Budgeted Item: Yes

MAYOR RECOMMENDS OR CONCURS: Yes

Department Head: Charles E. Haywood

Date: 2/17/2012